



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5910.7A
ASN(I&E) I&F
22 APR 1993

SECNAV INSTRUCTION 5910.7A

From: Secretary of the Navy

Subj: SPACE AND FACILITIES MANAGEMENT PROCEDURES,
NATIONAL CAPITAL REGION (NCR)

Ref: (a) Code of Federal Regulations (FPMR), Title 41,
Chapter 101
(b) DODINST 5305.4 of 15 Feb 77 (NOTAL)
(c) DODINST 5305.5 of 23 May 66 (NOTAL)
(d) SECNAVINST 7000.21B

Encl: (1) Space Allocation Criteria
(2) Administrative Space, By Type

1. Purpose. To implement references (a) through (d), and outline procedures for space acquisitions. This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAV Instructions 5910.5 of 14 September 1965, 5910.6 of 30 July 1966, and 5910.7 of 30 July 1980.

3. Applicability. The provisions of this instruction apply to all Navy and Marine Corps organizational entities that occupy space controlled by the General Services Administration (GSA), Department of Defense (DOD), or Department of the Navy (DON), Government-owned or commercial, in the National Capital Region (NCR) or the Outer Regional Reporting Area (ORRA).

4. Background. In recent years, the costs associated with the occupancy of administrative space and related facilities have increased at a rate substantially higher than most other costs of operation. Continued increases are expected, so careful planning, budgeting, management, and reporting is essential for all such space. Adherence to the procedures contained in this instruction will ensure the quantity and quality of space allocated are sufficient to meet the operational needs of the DON, and that space is assigned to and reported by organizations on an equitable basis.



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5. Responsibilities

a. The Assistant Secretary of the Navy for (Installations and Environment) (ASN(I&E)) will be responsible for real estate, facilities, space, and space-acquisition policies for the DON worldwide. The ASN(I&E) will:

(1) Issue policy for the management of real estate, facilities, and space acquisition worldwide. Conduct and fund DON studies having a broad impact on the systems cited above.

(2) Direct the relocation of any DON activity when deemed in the best interest of DON.

(3) Coordinate with the Office of the Secretary of Defense (OSD), GSA, and other Federal agencies, all major DON initiatives and non-DOD initiatives involving facilities and space.

(4) Keep the Secretary of the Navy (SECNAV) informed on all space and facility matters.

(5) Resolve facilities and space issues in dispute between, or affecting, two or more DON activities, or involving another Federal agency. If the dispute is between Navy activities or between Marine Corps activities, it should be forwarded via the appropriate chain of command.

b. Executive Agent and National Capital Region Space Coordinator. The ASN(I&E), the SECNAV executive agent for overseeing the operations of facilities and space worldwide, may issue appropriate instructions that apply to all DON activities. As executive agent, the ASN(I&E) appoints the Commandant, Naval District Washington, as the DON National Capital Region Space Coordinator (NCRSC), to:

(1) Assist the ASN(I&E) in his/her role as executive agent.

(2) Provide the Office of the Assistant Secretary of the Navy (Installations & Environment) (OASN(I&E)) with a semi-annual brief on space and facility matters under cognizance of the NCRSC.

(3) Consult with the OASN(I&E) on any matters of congressional interest.

(4) Ensure that the DON space and facility requirements, within the guidelines of references (a), (b), and (c), as validated and submitted by the requesting activity, are processed in a timely and efficient manner.

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(5) Provide whatever assistance is required by the DON activities in the NCR concerning "Space Alteration Requests."

(6) Develop 5-year plans for leased space in the NCR and submit to the ASN(I&E) for appropriate action, at the beginning of each fiscal year.

(7) Maintain a database of a detailed inventory of military owned/controlled and GSA-leased space in the NCR and provide a report on a semiannual basis to the ASN(I&E).

(8) Collect data from all DON activities occupying GSA and military owned/controlled space in the NCR. Submit consolidated DON reports to Director, Space Management and Services, Washington Headquarters Services (WHS), Office of the Secretary of Defense-on a semiannual basis.

(9) Be responsible for the assignment of government controlled/leased space to individual DON activities as provided to the NCRSC by WHS.

(10) Act as the central point within DON for coordinating internal general and administrative space matters with WHS.

(11) Keep the appropriate offices within DON fully informed on any plans or actions affecting their respective activities.

c. Activities Occupying DON-Controlled Space. All activities occupying DON-controlled space in the NCR are responsible for providing the related space data to the NCRSC. This administrative space information is used by SECNAV, DOD, GSA, Office of Management and Budget (OMB), National Capital Area Planning Commission, and Congress. The importance of maintaining accurate and current information cannot be overemphasized.

6. Policies

a. Primary Office Space Utilization. Under reference (a), the goal for the office utilization rate in space occupied by employees is 125 square feet per person. This space is called

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the Primary office area and is designated by GSA as that part of the office space that is the personnel-occupied area in which an activity's normal operational functions are performed. The 125 square feet is representative of the amount of space occupied by the government employees (clerical, administrative, professional, managerial, and executive) using either conventional or systems furniture. Under this instruction the 125 square feet is an average utilization for the Primary area for new assignments.

b. Office Support Area. Support area will be based on professional standards and practices and should not exceed 22 per cent of the primary office space requirements. The support area is described in enclosure (1).

It is recognized that some organizations may be able to demonstrate a valid requirement for a greater overall area, as it is also recognized that a substantial number of organizations will require less space than would be obtained by applying this factor. All space requirements shall be documented in detail and subject to the appropriate levels of review.

c. Reimbursement to the Navy Rent Fund. See reference(d).

d. Increased Personnel. NCRSC will validate all requests for space increases, justified on the basis of growth in personnel, with the Comptroller of the Navy before space is identified or requested from WHS and GSA.

e. Criteria and Standards. DON organizations in the NCR and ORRA will be provided space under the space allowance criteria (see enclosure (1)) subject to the availability of space. Notwithstanding the criteria and standards established here, in those cases where the missions or functions can be performed in less space than called for by use of the criteria, the lesser amount shall be used.

7. Definitions

a. Administrative Space, By Type. (See enclosure (2)).

b. National Capital Region. Includes the District of Columbia, Montgomery and Prince George's counties in Maryland, Arlington, Fairfax, Loudoun, and Prince William counties in

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Virginia, the cities of Alexandria and Falls Church, and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of those counties.

c. Outer Regional Reporting Areas. Includes Vint Hill Farms, Quantico Marine Corps Base, Fort George G. Meade and DOD occupied facilities at the Baltimore Washington International Airport.

8. Procedures for Requesting Space

a. All requests for space will be forwarded to and processed by the NCRSC.

(1) Requests for Permanent Space

(a) Priority for satisfying space requirements will be from:

1. Navy owned/controlled space inventory.
2. DOD owned/controlled inventory.
3. GSA owned/controlled inventory.
4. Acquisition of new space.

(b) Requests will be reviewed for completeness, accuracy, and compliance from supporting documentation that must accompany each request: Forms DD 1450 or DD 1450-1, DOD Space Requirements Data.

(c) Standard Form (SF) 81 - Complete and forward under appropriate correspondence, via the chain of command, Standard Form 81 (SF-81), "Request for Space," signed by the head of the activity. The following budget statement must be included on the SF-81: "We certify that the impact of the Balanced Budget and Emergency Deficit Control Act of 1985 (Gramm-Rudman-Hollings) has been considered by (requesting activity name) and funds are available for the space."

Note: GSA-forced relocations. In most instances forced relocations will be paid for by GSA.

1. Mission and Function Statement

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2. Organization Chart
3. Justification Statement
4. Delineated Geographic Area

(2) Requests for Temporary Space. Requests will be handled in the same manner as requests for permanent space (see 8(a)).

(3) Requests for Special Use Space (Conference)

(a) In lieu of forms DD 1450 or DD 1450-1, send a memorandum requesting special space to NCRSC at least 35 days before the space is required, or in the case of an annual event, at least 65 days before the activity schedules the event. Include the following information:

1. Title of conference
2. Date(s) and hours of conference
3. Purpose and justification
4. Type of space requested
5. Number of people to be accommodated
 - a. from within the NCR
 - b. from outside the NCR
6. Are overnight sleeping accommodations required
 - a. how many rooms
 - b. for how many nights
7. Are group lunches desired
 - a. for how many people
 - b. for how many days
8. Is special transportation requested
(data requirements)
9. List preferred location(s)
10. What attempts have been made to accommodate the requirement in DON controlled spaces

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11. Special requirements (blackboards, projection screen, easel)

(4) Release of Space. Excess and surplus space will be reported through the chain of command to the NCRSC for redistribution within the DON and/or release to WHS as appropriate.

(5) Space Alteration Requests. Rearrangement and alteration of assigned space will be approved based on justified requirements and not purely for aesthetic reasons. When accomplished it will be done in consonance with existing instructions concerning internal treatment of space and good layout practices.

Note: For those activities lacking the expertise in space planning, assistance will be provided by the NCRSC on a reimbursable basis.

(a) GSA Controlled Space. To request building alterations in GSA-controlled space, the requesting activities will submit a GSA Form 2957 (Reimbursable Work Authorization) along with signed justification, ten copies of detailed plans (desk layout, demolition, alteration, reflected ceiling, etc.) and specifications, along with current forms DD 1450, DD 1450-1, listing only those occupants of the proposed altered space, to the local DOD Building Administration (BA). In some instances, WHS requires only three copies of the detailed plans. Contact your DOD-BA for further information. The DOD-BA will review and forward the request to either the local GSA building manager or the NCRSC for appropriate action. All Projects in excess of \$50,000 will be forwarded to the NCRSC.

For DOD delegated buildings, use DD Form 448, Military Inter-departmental Purchase Request. For non-delegated buildings, use GSA Form 2957.

(b) DON-owned Space. Requests for tenant alterations, building additions and conversions will be processed under the provisions of NAVFAC MO-321 (NOTAL) and local Public Works Department guidance.

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(c) Temporary Space and Obsolete Buildings. Tenant alterations in temporary and obsolete buildings will be made on a strictly austere basis. Only minimum necessary alterations will be approved, consistent with the terms of the leases involved or with the projected life spans of obsolete buildings. No special type facilities such as auditoriums, briefing rooms, command centers, computer rooms, and/or communication facilities will be constructed and installed without the prior approval of the Director, Administration and Management, Washington Headquarters Services.

(d) Dining Facilities. Because of the expense involved and the inherent character of office space if it is radically changed, no dining facilities will be installed in any DON occupied space except for P-1 category offices. No kitchens, utilities, or fixtures associated with the preparation and serving of food will be installed, except for P-1 offices. Any of the foregoing installations for P-1 category offices will be subject to the availability of funds specifically authorized for use of such installation and only with prior approval of the Director, Administration and Management, Washington Headquarters Services. This does not preclude the use of employee-provided coffee messes which meet all applicable fire, safety, and sanitary regulations where adequate electrical power and outlets are already available.

(e) Reporting Alterations. After completion of approved alterations which result in space reclassification, activities must report to the NCRSC the following: date of completion, location, square feet, and new and previous classification.

9. Reporting Procedures. The NCRSC is responsible for collecting data from all activities occupying DON assigned space (both GSA-controlled and Navy-owned) and for submitting consolidated DON reports to WHS.

All data requires updating on a continual basis. Specific dates for reporting are established by NCRSC. NCRSC consolidates and reports all data on a semiannual basis to WHS. Reporting requirements are as follows:

<u>Period</u>	<u>Reports Due to OSD</u>
First (Oct - Mar)	30 Apr
Second (Apr - Sep)	31 Oct

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All activities must review data well before these dates and return corrections via their chain of command, to NCRSC. This will ensure that the report submitted to WHS will accurately reflect their space and personnel data. Information must be received at least 30-days before these dates to ensure inclusion.

10. Criteria for Decentralizing Federal Activities from the NCR. The following criteria are designed to provide practical tests for determining whether agencies/activities, new or expanding, should be located in or outside the NCR through decentralization or delegation of responsibility to existing field facilities.

a. Criteria for Relocation of Agencies or Activities. Primary consideration must be given to an activity's major purpose, its principal working relationships with other governmental and nongovernmental activities, and to cost and special requirements.

(1) An agency or an agency activity is generally recommended for location outside the NCR when:

(a) It performs functions or provides services to clientele in a region of the country other than Washington, DC.

(b) It is engaged in operations which require limited headquarters supervision.

(c) It is a regional, district, or field office not predominantly concerned with the NCR.

(d) It provides supporting services of a relatively repetitive or routine nature, such as: records maintenance; procurement and inventory control; training, including the operation of schools; administration of real property and related engineering services; manufacturing; financial accounting and disbursing activities; or statistics and data collection, and related fact-gathering and processing operations.

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(e) It is a review function or administrative service activity which could perform equally well at field offices exercising general supervision over operating offices.

(f) It operates in a self-sufficient manner which does not require close intra-agency or interagency working relationships.

(g) It requires close coordination with governmental (Federal, State, and local) and nongovernmental activities or individuals within a given geographical area other than the NCR.

(h) Small liaison offices in Washington could effectively meet agency needs.

(i) Increased administrative economies, such as travel, communications, rent, recruiting, and efficiency, can be achieved through relocation.

(2) An agency or agency activity is generally located within NCR when:

(a) It is directed to meeting the needs of the President, the Congress, SECNAV, Chief of Naval Operations and the Commandant, Marine Corps for continuing consultation, direction, and/or fixing of responsibility for governmental action.

(b) It is concerned with establishing national policies or developing broad principles and programs for nationwide application.

(c) It involves exercising general supervision over agency operations throughout the country to assure those operations follow general national policies.

(d) It is an activity conducted by persons who require close working relationships with those who make or direct major agency policy and who themselves must be located in the NCR.

(e) It requires continual communication or close coordination and working relationships with other headquarters agencies, the Congress, or other organizations or individuals located in the NCR.

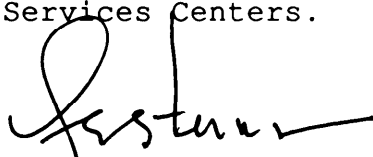
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(f) The cost of decentralization (including replacement of specialized physical facilities, loss of personnel with specialized skills, special training, relocation, travel, communications, and disruption of current operations) would outweigh benefits to be gained.

11. Report and Form

a. Symbol DD-DA&M(SA)1459(5910) is assigned to the reporting requirements contained in paragraph 9 and enclosure (2) and is approved for 3 years from the date of this directive.

b. GSA 2957 (Rev. 3-88), Reimbursable Work Authorization, is available at GSA Customer Services Centers.



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Assistant Secretary of the Navy
(Installations and Environment)
Acting

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SPACE ALLOCATION CRITERIA

1. Private Offices. Private offices will be provided only where there is a demonstrated functional need, as well as a combination of rank/grade and position title, justifying a private office. The following criteria, given in net floor area, apply:

<u>Space Category</u>	<u>Allowance Amount (Net Square Feet)</u>	<u>Assignment</u>
P-1	600	Secretary of the Navy Under Secretary of the Navy General Counsel of the Navy Assistant Secretaries of Navy Chief of Naval Operations Commandant of the Marine Corps Vice Chief of Naval Operations Assistant Commandant of the Marine Corps
P-2	400	Deputy Under Secretary of the Navy Heads of Major Command reporting directly to positions in P-1 Deputy Assistant Secretaries of the Navy Grades O-9 and O-8, SES-5/6, and above
P-3	300	Deputies to positions in P-2 Grades O-7, SES-4, and above Other comparable positions
P-4	200	Department Heads in grades O-6 or GM-15/14 Professional or administrative personnel in grades ES-1 or O-7 and above
7		Deputies to positions in P-3 Other comparable positions
P-5	150	Assistant to Heads of Departments Heads of Divisions or Branches in grades O-5 or GS/GM-14 and below who require private offices

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Professional or administrative
 personnel in grades O-6 or
 GS/GM-15/14 who require
 private offices
 Deputies to positions in P-4
 Other comparable positions

2. Open Office Space. Open office space criteria are based on functional need as well as a combination of rank/grade and position title. In those instances where specific functional needs require additional space, a documented justification must be developed. The net floor space will be indicated and include:

a. Space for the work surface, chair, files, side chair, and such other furniture used solely by the occupant.

b. Allowance for internal office circulation will be approximately 35 per cent of the areas below.

Note: Increasingly within the Federal government, as in private industry, systems/modular furniture installations are being used for administrative functions. The use of systems/modular furniture is encouraged for Navy and Marine Corps organizations. Net square feet of assignable space for open work areas is shown below. Figures do not indicate maximum allowed for internal office circulation.

<u>Space Category</u>	<u>Allowance Amount (Net Square Feet)</u>	<u>Assignment</u>
O-1	80	Assistant to Heads of Divisions Officers in grades O-5 or GS/GM-14 and below Professional or administrative personnel in grades O-5 or GS-13 and below Other comparable positions Unit supervisors in grades GS-9, E8, WO, O-1, or above, who supervise six or more employees
O-2	64	Professional and administrative personnel in grades GS-7, E8, WO, O-1, or above

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SPACE ALLOCATION CRITERIA

		Unit supervisors in grades GS-8, E7, or below, who supervise six or more employees
O-3	48	All other personnel, e.g. contractors, TDY (full-time basis only)

Note: As authorized by reference (a), square footage will be allocated for use by temporaries, seasonal, part-time, contractual employees, and budgeted vacancies. Employees of other agencies and organizations who are housed in the space assignment are also included in the personnel total (as non-payroll).

3. Unit Equipment Space Allocations. The term "unit equipment" refers to any item of furniture, equipment, or furnishings housed in open office type space which is not assigned to any one work station, but used by a number of individuals, e.g., central files, shared office supply storage cabinets, office copying machines. Space planners should be aware that most equipment needed in an office is contained within the work stations, and that only shared items not contained in any one work station can be allocated space as unit equipment.

Listed below are common items of unit furniture and equipment and the square footage of floor space required (working area is included where appropriate). The space requirements for any item of unit furniture not listed may be calculated from actual measurements, or by using the items listed below as a guide:

<u>Item</u>	<u>Type</u>	<u>Size</u>	<u>Gross Square Footage</u>
Bookcase	Single	13" x 33"	6
	Utilized	22" x 18"	4
Cabinet	Storage	18" x 24"	6
	Storage	18" x 36"	9
	Storage	24" x 36"	11
	Filing	15" x 25"	6
	Filing	18" x 25"	7
	Filing	19" x 28"	8
	Filing	36" x 38"	20
	Filing	36" x 60"	25
Copier	Small		10
	Medium		15
	Large		30

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<u>Item</u>	<u>Type</u>	<u>Size</u>	<u>Gross Square Footage</u>
Chair	Lounge		10
	Side		4
Computer	CRT and Printer		30
	CRT with Keyboard		15
	CRT Only		15
	Printer Only		15
Costumer	Single		4
	Double		4
Credenza		18" x 66"	9
Facsimile			7
Locker	Clothing	18" x 21"	5
	Clothing	36" x 21"	9
Safe	Filing	19" x 28"	8
	One Door	21" x 23"	8
	One Door	27" x 27"	10
	Two Doors	42" x 36"	18
Sofa	Two-Person		12
	Three-Person		15
Stand	Dictionary		4
	Office Machine	18" x 18"	4
	Office Machine	18" x 34"	5
	Office Machine	24" x 36"	6
Table		14" x 26"	3
		24" x 36"	6
		34" x 45"	12
		34" x 60"	15
		36" x 72"	18
Valet Rack		38" x 20"	6
		51" x 20"	8
Word Processor	CRT and Printer		30
	CRT with Keyboard		15
	CRT Only		15
	Printer Only		15

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4. Support Space Allowances. The following guidelines apply for the type of space indicated:

a. Central File Areas. An allowance of 6 square feet will be made per letter-size and 7 square feet per legal-size file cabinet (18" x 25"). This will provide 4-foot aisles where rows of filing cabinets face one another, thus providing ample room for working the files and for normal traffic. If the rows of files are over 25 feet long, a 3-foot wide cross aisle should be planned every 25 feet.

b. Conference Rooms. There are no established standards for calculating the total square footage requirements for conference space for an organization. Conference requirements must be carefully tailored to an organization's mission, taking into consideration the availability of building conference facilities which can be shared. Based on the number of conferees, the following allowances are made:

<u>Conferees</u>	<u>Net Square Feet</u>
1 - 8	150
Up to 14	375
Up to 24	500

For larger meeting rooms, seat people in rows. The space allowance is 10 square feet per person, plus an allowance of 150 square feet.

c. Reception Areas. Only management at the major organizational level (P-1 through P-4) will be allocated a dedicated space for reception of visitors. The reception area will not exceed 200 square feet. Space will not be allocated for furnishings contained in the reception area.

d. Training Rooms. Training functions should be combined with conference room requirements to the maximum extent possible. Central scheduling and sharing of training rooms will be done whenever possible.

e. Other Areas. For other administrative support or special areas, such as mail rooms, reproduction areas, computer rooms, libraries, warehouses, laboratories and parking facilities, space will be approved based on scaled layouts and justification of subject areas.

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5. Application of Criteria During Design or Space Layout Process

In those cases where an organization is requesting new or renovated facilities, the detailed architectural studies performed as part of the facility design process may indicate that the assigned missions and functions can be performed in less net floor area than indicated initially by application of the criteria contained here. Should this be the case, the lesser amount of space shall be provided for in the final design, as long as the allocated space meets the functional need.

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ADMINISTRATIVE SPACE, BY TYPE

1. Purpose. This enclosure will list the administrative space by type and aid Navy and Marine Corps activities in the verification and submittal of the "Administrative Space Report" requirement under references (a) and (b).

2. General Instructions

a. The NCRSC will forward one copy of the Administrative Space Report to each activity on a quarterly basis.

b. Each activity must submit a separate report for each building where it occupies space.

c. Activity personnel changes will be annotated on the printout.

d. The reporting activity will review the space assignment data (square footage) on the printout. Discrepancies will be noted in red and annotations made to indicate the error (documentation should be attached if appropriate). Remarks regarding the accuracy of the space assignment data will be directed to, reviewed, and resolved by the NCRSC. NCRSC will make the necessary corrections to the Administrative Space Report.

e. Space-occupying activities that do not receive a printout for each building, or that are not now submitting this report, should contact the NCRSC for guidance.

f. Each reporting document must include the name and telephone number of the activity point of contact and must be signed and dated by the person verifying the data.

3. Submittal. Return all verified and signed Administrative Space Reports to:

Commandant, Naval District Washington
Facilities Management Department
Building 198 WNY
Washington DC 20374-5001

a. Square Footage Assignment. The Administrative Space Report has included the net square footage for each organization. Indicate discrepancies with red ink with the amounts shown. Discrepancies will be handled on a case-by-case basis. The net square footage will be shown by space category, (e.g., office, ST-1, SP-4, etc.), for which space is being occupied by your organization.

Enclosure (2)

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b. Number of Personnel Housed. Personnel means the number of persons to be housed in a given space assignment for whom a separate workstation must be provided. In addition to permanent Navy personnel, this includes temporaries, part time, seasonal and contractual employees who cannot share existing workstations, budgeted vacancies, and employees of other agencies and organizations who occupy separate workstations in the space assignment. Shift workers are to be considered as one person if the same workstation is used on each shift.

4. Definitions

a. Office Space. This space must provide an acceptable environment suitable in its present state for an office operation. This requirement includes, but is not limited to, adequate lighting, heating and ventilation, floor covering, finished walls, accessibility, etc. The space may consist of a large open area or may be partitioned into rooms, private corridors, closets, etc., which have been created within office-type space. Office-type has no subsets.

Includes:

- General purpose office space
- Private corridors
- Conference rooms (w/o special equipment and additional heating, ventilation and air conditioning (HVAC))
- Training rooms (w/o special equipment and HVAC)
- Libraries (w/o extensive built-in stacks and special floor loading)
- Dry laboratories
- Storage in office space
- Credit Unions (w/o fixed equipment)
- Lounges (other than toilet areas)
- Reception areas
- Hearing rooms (w/o special equipment and HVAC)
- Mail rooms
- Health rooms (w/o special equipment)
- Table areas in cafeterias (w/o special equipment and HVAC)
- File areas (without increased floor load)
- Wellness/physical fitness facilities (exercise and/or locker areas finished to office standards)
- Child care facilities (except toilets and kitchen areas)
- Judiciary chambers and jury rooms authorized prior to fiscal year 1992

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b. Storage Space. Storage space generally has concrete, wood-block, or unfinished floors; bare block or brick interior walls; unfinished ceiling; minimal lighting and heating, etc. This type includes attics, basements, warehouses, sheds, unimproved areas of loft buildings, inside parking structures, and unimproved building cores. All storage-type space will be classified in one of the following subsets:

(1) General Storage Areas (ST-1). Storage in general purpose buildings generally consisting of unfinished floors, walls, ceilings, and adequate HVAC and lighting.

Includes: Basement storage
 Attic storage
 Storerooms (not finished to office
 standards)
 Supply rooms (not finished to office
 standards)
 File rooms (not finished to office
 standards)

(2) Inside Parking Areas (ST-2). Garage space located in a Government-owned or -leased building and used for parking motor vehicles. Where the entire garage floor is under the assignment control of GSA, inside parking areas shall consist of the space derived by measuring from the inside of the garage wall to the inside of the opposite wall, less mechanical, toilet, custodial, vertical circulation, and space used for other than parking purposes. In buildings where GSA controls only a partial garage floor, inside parking shall consist of the actual parking areas only. In leased buildings where a specific number of parking spaces are under lease or service contract, the inside parking area shall be determined by multiplying the number of spaces by 300 square feet. Inside parking area shall be further categorized as official or employee parking under or following space assignment procedures.

Includes: Garages
 Parking areas (including rooftops and
 decks)
 Motor pool parking

(3) Warehouse Areas (ST-3). Space specifically designed for materials storage and handling operations consisting of features which include, but are not limited to, concrete or wood block floors, unfinished ceiling, heavy live floor load capacity (over 200 pounds per square foot), high ceiling (over 14 feet), and industrial lighting. This subset includes entire

Enclosure (2)

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buildings with warehouse features, including minor amounts of supporting office space. Buildings categorized in this subset will be subject to a different quality rating system and rental matrix.

c. Special Space. Space which has unique architectural features or requires the installation of fixed (built-in) equipment and special utilities, and necessitates expenditures to construct, maintain, and/or operate as compared to office and storage space. Determination of the normal level will be made by GSA on a case by case basis using both industry and GSA recognized standards. Special space is further defined according to one of the following subsets:

(1A) Laboratories (SP-1A). Space containing built-in equipment and/or utilities required for the qualitative or quantitative analysis of matter, experimentation, processing of materials, and for photographic development.

Includes: Wet laboratories
Clean laboratories
Photographic laboratories

(1B) Private Toilets, Clinics and Health Facilities (SP1B)
Space for the physical welfare of employees or the public.

Includes: Clinics
Health units and/or rooms (with special built in medical equipment and/or plumbing)
Private toilets
Wellness/physical fitness shower rooms
Child care facility toilet
Jury room toilets

(2A) Food Service Areas (SP-2). Space in buildings devoted to the preparation and dispensing of foodstuffs.

Includes: Cafeterias (kitchens and related storage and service areas)
Snack bars
Mechanical vending areas (where plumbing is provided)
Private kitchens with plumbing (including kitchens in child care facilities).

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(3A) Structural Changed Areas (SP-3A). Areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, increased floor loading.

Includes: Auditoriums (when ceilings exceed 11 feet)
Gymnasiums (when ceilings exceed 11 feet)
Libraries (with special stacks requiring above-standard floor loading)
Target ranges
Security vaults (requiring structural alterations)
Secured Compartment Information Facility (SCIF).
Detention cell (including prisoner toilets and sinks) and related sally ports and attorney/client consultation cubicles within the cell block
Judiciary courtrooms authorized prior to fiscal year (FY) 1992

(3B) Courtrooms - Judiciary (SP-3B). For judiciary courtrooms authorized prior to FY 1992, see 3A.

(4A) Automated Data Processing Areas (SP-4). Areas having special features such as humidity and temperature control, raised flooring, and ceiling heights exceeding office standards; and extensive power requirements (requiring its own power panels, etc.).

Includes: Computer rooms, telecommunication (PBX) rooms with special environmental requirements
Automation facilities
Computer support areas (with special flooring and wiring and humidity and/or temperature control)
Computer tape vaults

(5A) Conference and Classroom/Training Facilities (SP-5A). Areas used for conferences, training, library, hearings, or minicomputer use with supplemental HVAC and/or built-in special equipment such as blackout curtains, lighting controls, projection booths and sounding conditioning, in addition to office finishes etc.

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Includes: Conference rooms with special equipment and/or HVAC
Training rooms with special equipment and/or HVAC
Classroom/training rooms with special equipment and/or HVAC
Exhibit areas with special equipment and/or HVAC
Table areas in cafeterias with supplementary HVAC or other special features
Mini-computer/mega frame equipment rooms adjacent to office area requiring supplemental HVAC and minor buildout such as deadbolt locks, dedicated electrical outlets, Local Area Network (LAN) cable distribution access, etc., (rooms requiring substantially less than SP-4 buildout)
Jury rooms (excluding toilets)
Judiciary hearing rooms authorized prior to FY-92

(5B) Hearing room - Judiciary (SP-5B). Small court facilities with clear column-free width of less than 30 feet. A ceiling height of less than 10 feet and a small scale judges bench, jury and witness boxes and less spectator seating than large (SP-3B) courtrooms.

(6A) Light Industrial Areas (SP-6). This classification includes areas that do not fall within office, storage, or the other subsets of special space. The light industrial category will reflect a matrix rental rate exceeding the storage rate. The following examples which are housed in a higher cost space, such as office-type, are included in the higher cost category.

Includes: Records storage (with humidity control)
Storage-type space (with air-conditioning)
Printing plants
Product classifying laboratories
Motor pool service areas
Postal workrooms, swingrooms, (including swingroom toilets) locker rooms, mailing vestibules and platforms, lock box lobbies, and unsuspended lookout areas
Shops (other than public building space)
Loading docks and shipping platforms

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Canopy areas if included in the occupiable
area

Telephone frame rooms and unattended
switchboards (for specific agency use)

(7A) Quarters and Residential Housing Areas (SP-7).

This classification is used for housing and quarters that do not
logically fall in the other categories.

Enclosure (2)